ARTICLE X: Formal Council Resolution Process

A formal resolution is the means by which the Engineering Staff Council makes a formal recommendation for action to the Dean of the College of Engineering and Applied Science (CEAS). A resolution will typically be discussed at the Committee and Council levels, reviewed by the Executive Committee and voted on by the full Staff Council membership. A two-thirds majority vote is required for the resolution to be forwarded to the Dean for response and action as required. The vote will be recorded as part of the resolution.

A formal resolution will be written in a prescribed format as indicated in the Bylaws. Supporting written documentation as appropriate will be appended to the resolution.

Any individual Engineering Staff Council member or Committee may draft a resolution. Often, the resolution will require background research and information in support of the resolution. This background should be provided in written form in support of the resolution. If proposed by an individual Council member, the resolution should first be provided in written draft form to the appropriate Committee. If a Committee is not designated for the specific topic of the resolution, the resolution will be provided to the Staff Council Chair for consideration and assignment to a Committee as appropriate. Whether initiated outside or within the Committee, the designated Committee will discuss and revise the resolution as needed, and the Committee Chair will then forward it to the Staff Council Chair for review at the earliest possible Executive Committee meeting. The Executive Committee will review, discuss, and edit the resolution and place it on the agenda for discussion and vote by the full Engineering Staff Council at the earliest possible Engineering Staff Council meeting date.

If the resolution is approved by vote, the resolution will be signed by the Council Chair and forwarded to the Dean of CEAS with any supporting documentation. The Council Secretary will log the date of this action and maintain/provide a status update at each subsequent Staff Council meeting.

SEE FORMAT FOR COUNCIL RESOLUTION ON NEXT PAGE
RESOLUTION 19-00 (to be filled in by staff)

SUBJECT:

PRESENTED BY: Name of Individual/Committee

WHEREAS, (Provide statements of background and rationale as needed – ATTACH additional extensive background data/information as needed)

WHEREAS,

and WHEREAS,

Now, therefore, be it RESOLVED, That (Provide Statement of proposed resolution)

PRESENTED TO VOTE BY STAFF COUNCIL ON:

Date of Meeting Vote

SUBMITTED TO DEAN OF CEAS ON:

Date of Submission

RESPONSE FROM DEAN RECEIVED:

Date of Response, Content of Response

FOLLOW-UP ACTIONS: